

Minutes of the Personnel Committee

Tuesday, June 17, 2008

Chair Schellinger called the meeting to order at 1:04 p.m.

Present: Supervisors Tom Schellinger (Chair), Pete Gundrum, Dave Falstad, and Jim Heinrich. Jim Behrend arrived at 1:05 p.m. and Ted Rolfs arrived at 1:08 p.m. **Absent:** Steve Wimmer.

Also Present: Legislative Policy Advisor Dave Krahn, Chief of Staff Allison Bussler, Corporation Counsel Tom Farley, Senior Financial Analyst Lyndsay Johnson, County Board Chair Jim Dwyer, Employment Services Manager Sue Zastrow, Health & Human Services Director Peter Schuler, Clerk of Circuit Court Carolyn Evenson, and Labor Relations Manager Jim Richter. Recorded by Mary Pedersen, County Board Office.

Approve Minutes of 5-20-08

MOTION: Falstad moved, second by Heinrich to approve the minutes of May 20. Motion carried 4-0.

Schedule Next Meeting Dates

July 1 and 15.

Behrend arrived at 1:05 p.m.

Executive Committee Report of 6-2-08

Krahn said the Executive Committee, at their last meeting, discussed a proposed ordinance by Supervisor Wolff to limit presentations at County Board meetings.

Review Correspondence

Krahn referred to information, sent to committee members, on an educational seminar entitled "Collective Bargaining and Binding Arbitration." The seminar, sponsored by the Wisconsin Counties Association, will be held on July 28 in Stevens Point. Any committee members wanting to attend should contact Windy Jicha in the County Board Office.

Meeting Approvals

MOTION: Behrend moved, second by Heinrich to approve attendance to the above-listed seminar. Motion carried 5-0.

Rolfs arrived at 1:08 p.m.

Future Agenda Items

Examine the Pay for Performance Plan for Non-Represented Employees (Gundrum)

Educational Overview of the County Executive's Office

Bussler said one of their biggest tasks is putting together the County budget, a process which consumes most of the summer. The County Executive is in charge of administering the day to day operations of most County offices/departments. The office works with departments to put together

the County's strategic plan which is continuously updated. The County Executive reviews Pay For Performance and other programs. The office is the point of contact for many municipalities for a variety of topics. They try to foster cooperation among communities such as employee training, tax collection, etc. The office spends quite a bit of time on public relations for the County such as Public Health, constituent relations, etc. The County Executive is also in charge of appointments to various boards and commissions and staff monitors some of that activity. Recently, staff have spent the majority of their time on flood issues. The County Executive supports and does what he can to secure our coveted, Aaa bond ratings. The office also houses the Community Development Block Grant (CDBG) staff. In addition, County Executive staff conducts tours of County facilities. Bussler said the County Executive's Office has a total of 4.5 FTE (full-time equivalent) employees. They share a receptionist with CDBG.

Educational Overview of the Corporation Counsel's Office

Farley said the Corporation Counsel's Office has a budget of \$3.6 million and consists of 42 FTE employees. Of that, \$2.3 million and about 30 employees are in the Child Support Program. They handle about 500 to 600 paternity cases each year, a number that has risen over the past few years. They handle about 52% of the family cases that are filed in the County and they are monitored for child support enforcement. Each case is reviewed every three years. They collect \$10 for every \$1 spent on Child support and theirs is one of the more successful child support programs in the state. Farley said they began contracting last year for their customer service and call center. This privatization of services has worked out very well. Staff are now able to better focus on locating non-custodial parents and take advantage of various tools available to them to collect child support payments.

The balance of the budget, about \$1.3 million, is for the Corporation Counsel law office whereby staff provide legal services to County departments. About one-third of this caseload is related to human services such as mental health commitments, CHIPS (Children in Need of Protective Services) cases, trancies, and termination of parental rights cases. They also handle road-building contracts, real estate acquisitions, claims against the County, monitor lawsuits and litigation with Risk Management and our insurance company, review and approve about 300 contracts with the County each year, review all ordinances and resolutions, update the County Code, provide support for planning and zoning issues, etc.

Ordinance 163-O-019: Create One Position Of Criminal Justice Collaboration Coordinator And Abolish One Position Of Programs And Projects Analyst

Dwyer distributed copies of Criminal Justice Collaborating Council (CJCC) fiscal and programming recommendations for informational purposes. Zastrow said the incumbent of this position has resigned. The position did include a sunset clause set for the end of the year. It was originally a contracted position before it became a regular position of Programs & Projects Analyst. After the incumbent resigned, staff were requested to review the position. It was determined, among other things, that the role of the position had grown and this person would need strong leadership skills to develop programs for the council to review, etc. Therefore, a new job spec was drafted for a Criminal Justice Collaboration Coordinator. They are recommending this become a permanent position. Zastrow said the position could be under filled as a Programs & Projects Analyst until the person reaches that level. Schuler said this is a challenging job which combines many units of government. The amount of programming and the sophistication of what they need to understand

and interpret is a sizable challenge. This person would need to lead meetings, perform problem solving on complex issues, etc. Dwyer went on to review the duties and responsibilities of the job.

Behrend said this was discussed at length at the Health & Human Services Committee. It is not just a clerk position and there is a lot of coordination between department heads.

MOTION: Behrend moved, second by Falstad to approve Ordinance 163-O-019. Motion carried 6-0.

Status Report on the Hiring of Relatives of Current Employees

Zastrow distributed copies of her relative hire report dated 6-1-07 through 5-31-08. She said if a relative is to be hired, it must first be approved by Human Resources to ensure they're not being hired just because they are family. They are primarily seasonal employees and students looking for summer work. A total of two full-time employees and 11 part-time employees are relatives of current employees.

Ordinance 163-O-020: Ratification Of 2008-2009-2010 Wisconsin Professional Police Association Collective Bargaining Agreement

Richter and Sgarlata-Lutz reviewed this ordinance as outlined to approve the deputy sheriffs' contract. It includes some increases in health insurance deductibles, out of pocket maximums, and some prescription drug co-pays. The monthly uniform allowance will increase about \$50 per year. Across-the-board salary increases are as follows: 2% on 1-5-08, 1% on 7-5-08, 2% on 1-3-09, 1% on 7-5-09, 2% on 1-2-10, and 1% on 7-3-10. Effective 1-1-09, additional compensation of \$1.50 an hour will be given to employees when they are assigned to function as field training officers.

MOTION: Rolfs moved, second by Behrend to approve Ordinance 163-O-020. Motion carried 6-0.

MOTION: Behrend moved, second by Heinrich to adjourn at 2:27 p.m. Motion carried 6-0.

Respectfully submitted,

Approved on:_____

Ted Rolfs
Secretary